

**Texas Pregnancy Care Network**  
6101 W. Courtyard, Suite 200  
Austin, TX 78730

## **Project Work Plan & Annual Budget**

<b><u>ACTIVITY</u></b>	<b><u>START</u></b>	<b><u>COMPLETE</u></b>
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### **FY 2011-12 Activities**

<b>SP Services to Clients</b>	September 1, 2011	August 31, 2012
<b>New SP Approval and Training</b>	September 1, 2011	July 31, 2012

<b>Community Awareness Conference Attendance</b>	October 1, 2011	May 31, 2012
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TPCN will staff a Community Awareness Booth at human services professional conferences. This will increase awareness of the Texas Alternatives to Abortion Services Program and assist in recruiting other agencies to make client referrals to the Program.

<b>Statewide Outreach</b>	October 17, 2011	August 31, 2012
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TPCN will advertise the [texaspregnancy.org](http://texaspregnancy.org) outreach website and the 1-888-LIFE-AID toll-free patch system. Depending on the market, advertising may include online advertisements, television, radio, and print.

<b>Outreach Website Improvements</b>	November 28, 2011	August 31, 2012
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TPCN will make updates to functionality, appearance, and features of outreach website.

<b>RAPID 4 Billing System Rollout</b>	March 1, 2012	August 31, 2012
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TPCN will implement the RAPID 4 online Billing System statewide during the final two quarters of FY 2011-12.

<b>Educational Material Buy</b>	November 1, 2011	April 30, 2012
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Written materials provided to Service Providers for use in their client service activities will have been pre-screened by TPCN and approved by the Texas Health and Human Services Commission.

<b>SP Monitoring by TPCN</b>	January 15, 2012	August 15, 2012
<b>Service Provider Annual Program Re-Training</b>	August 14, 2012	August 31, 2012
<b>CPA Audit of TPCN FY 2011-12 Activities</b>	November 1, 2012	November 30, 2012

September 2011 - August 2012 ESTIMATED COST OF OPERATIONS		
1	COST CATEGORY: PROJECT ADMINISTRATION	Total TANF Dollars
1a	<i>Salaries</i>	
	Executive Director	\$ 105,000
	Accountant	\$ 67,000
	Administrative Secretary	\$ 27,075
	Overtime	\$ 500
	Unused Vacation & Personal/Sick	\$ 1,200
	Payroll Taxes	\$ 17,500
	Workers Compensation Insurance	\$ 700
	Employee Group Insurance	\$ 55,500
	<i>Subtotal</i>	\$ 274,475
1b	<i>Rent</i>	
	Rent	\$ 54,100
	<i>Subtotal</i>	\$ 54,100
1c	<i>Equipment</i>	
	Equipment Service Contracts	\$ 2,100
	<i>Subtotal</i>	\$ 2,100
1d	<i>Travel</i>	
	Travel/Lodging	\$ 1,700
	<i>Subtotal</i>	\$ 1,700
1e	<i>Other</i>	
	Job Advertising	\$ 550
	Employee Screening and Training	\$ 4,750
	Professional Development	\$ 1,000
	Consulting, IT, Legal, Administrative	\$ 17,500
	Consulting: Ongoing Support by Real Alternatives	\$ 13,500
	Auditing	\$ 14,500
	Postage/Shipping	\$ 5,000
	General Liability Insurance	\$ 2,400
	Directors and Owners Liability Insurance	\$ 2,750
	Office Expense	\$ 15,000
	<i>Subtotal</i>	\$ 76,950
	<b>TOTAL PROJECT ADMINISTRATION COSTS</b>	<b>\$ 409,325</b>

September 2011 - August 2012 ESTIMATED TEXAS COST OF OPERATIONS		
2	COST CATEGORY: CENTRALIZED STATEWIDE INFORMATION, OUTREACH, EDUCATION, AND REFERRAL	Total TANF Dollars
2a	<i>Salaries</i>	
	Evaluator 1	\$ 42,800
	Evaluator 2	\$ 42,800
	Statewide Quality Control Manager	\$ 46,100
	Program Services Manager	\$ 20,500
	Overtime	\$ 2,000
	Unused Vacation & Personal/Sick	\$ 1,000
	Payroll Taxes	\$ 14,250
	Workers Compensation Insurance	\$ 625
	Employee Group Insurance	\$ 40,000
	<i>Subtotal</i>	\$ 210,075
2b	<i>Purchase/Development/Distribution of Written Material</i>	
	Purchase/Development/Distribution of Written Material	\$ 75,000
	<i>Subtotal</i>	\$ 75,000
2c	<i>Outreach Media</i>	
	Services Outreach Advertising	\$ 90,000
	Website Hosting & Improvements	\$ 5,500
	<i>Subtotal</i>	\$ 95,500
2d	<i>Travel</i>	
	Travel/Lodging	\$ 25,800
	<i>Subtotal</i>	\$ 25,800
2e	<i>Telecommunications &amp; Internet Expenses</i>	
	Telecommunications & Internet Expenses	\$ 7,500
	<i>Subtotal</i>	\$ 7,500
2f	<i>Community Awareness Costs</i>	
	Community Awareness Costs	\$ 2,600
	<i>Subtotal</i>	\$ 2,600
2g	<i>Other</i>	
	Billing System Consulting	\$ 5,000
	Billing System Rollout	\$ 18,000
	Billing System Licensing	\$ 6,000
	Toll-Free Referral System	\$ 1,500
	Training	\$ 15,000
	<i>Subtotal</i>	\$ 45,500
<b><i>TOTAL INFORMATION, OUTREACH, EDUCATION, AND REFERRAL</i></b>		\$ 461,975

**September 2011 - August 2012**  
**ESTIMATED TEXAS COST OF OPERATIONS**

3	<i>COST CATEGORY: CLIENT SERVICES IN COMMUNITIES</i>	<b>Total TANF Dollars</b>
3a	<i>Contracted Services</i>	
	Counseling Reimbursement to Service Providers	\$ 3,258,700
	<b>Subtotal</b>	<b>\$ 3,258,700</b>
3b	<i>Services Provided by Vendor</i>	
	Training	\$ 10,000
	Meetings and Seminars	\$ 10,000
	<b>Subtotal</b>	<b>\$ 20,000</b>
	<b>TOTAL CLIENT SERVICES IN COMMUNITIES COSTS</b>	<b>\$ 3,278,700</b>

**2011-12 Estimated Cost of Operations: Project Administration Costs - \$409,325**

<b>Budget Line</b>	<b>Amount</b>	<b>Description</b>
1 Executive Director	\$ 105,000	2011-12 full time salary
2 Accountant	\$ 67,000	2011-12 full time salary
3 Administrative Secretary	\$ 27,075	2011-12 full time salary for 9 months
4 Overtime	\$ 500	Administrative Secretary. Average - 45min/week.
5 Unused Vacation and Personal/Sick	\$ 1,200	Vacation hours rate: 3.69 hrs per bi-weekly pay at 96 hrs/year. Personal/Sick hours rate: 1.85 hrs per bi-weekly pay at 48 hrs/year.
6 Payroll Taxes	\$ 17,500	Employer share of social security, Medicare, and unemployment for administrative staff needed to conduct statewide Program
7 Workers Compensation Insurance	\$ 700	Workers comp insurance for admin staff
8 Employee Group Insurance	\$ 55,500	Employee/family health, employee life/disability insurance for administrative staff
9 Rent	\$ 54,100	Expense of office needed to administer statewide contract at \$17.3/sq.ft. for 2,750 sq. ft. plus security, janitorial, utility costs in Travis County, Texas
10 Equipment Services Contracts	\$ 2,100	Copier service contract at \$100/month plus excess copy charges
11 Travel/Lodging	\$ 1,700	Travel costs for administrative staff carrying out administrative tasks
12 Job Advertising	\$ 550	Print and online job postings to recruit new staff as needed for turnover
13 Employee Screening and Training	\$ 4,750	Costs of interviewing, screening, testing, and training new admin staff
14 Professional Development	\$ 1,000	Expenses of classes/seminars/materials to ensure skill quality
15 Consulting: IT, Legal, Administrative	\$ 17,500	Fees for IT, legal, and administrative services/consulting
16 Consulting: Real Alternatives	\$ 13,500	Fees for ongoing support provided by Real Alternatives for RAPID system pursuant to agreements between TPCN and RA
17 Auditing	\$ 14,500	Fees for independent audit of accounting records, procedures, and internal controls by CPA firm; preparation of tax return

Budget Line	Amount	Description
18 Postage/Shipping	\$ 5,000	Postage & expenses required for shipping payments, supplies, reports, and documents to contractors, subcontractors, potential subcontractors
19 General Business Liability Insurance	\$ 2,400	Business liability insurance
20 Directors & Owners Liability Insurance	\$ 2,750	Liability insurance to cover actions of the Board of Directors and executive staff
21 Office Expense	\$ 15,000	Office expenses & supplies required for Program operation

**2011-12 Estimated Cost of Operations: Statewide Outreach - \$461,975**

1 Evaluator 1	\$ 42,800	2011-12 full time salary
2 Evaluator 2	\$ 42,800	2011-12 full time salary
3 Statewide Quality Control Manager	\$ 46,100	2011-12 full time salary
4 Program Services Manager	\$ 20,500	2011-12 full time salary for 4 months
5 Overtime	\$ 2,000	Overtime for statewide outreach support staff, average 1.5 hrs/wk x 20 weeks.
6 Unused Vacation and Personal/Sick	\$ 1,000	Vacation hours earned at rate of 3.69 hrs per bi-weekly pay at 96 hrs/yr. Personal/Sick hours earned at rate of 1.85 hrs/pay, 48 hrs/yr.
7 Payroll Taxes	\$ 14,250	Employer share of social security, Medicare, and unemployment for outreach staff needed to conduct statewide Program
8 Workers Compensation Insurance	\$ 625	Workers comp insurance for outreach staff
9 Employee Group Insurance	\$ 40,000	Employee/family health, employee life/disability insurance for outreach staff
10 Purchase/Development/Distribution of Written Material	\$ 75,000	Costs to purchase and/or develop + ship educational materials for use by Service Providers to educate clients about pregnancy, childbirth and parenting. Materials include books, curricula, brochures, videos, posters
11 Services Outreach Advertising	\$ 90,000	Advertise program services to Texas residents using online, television, radio, print, etc.
12 Outreach Website Hosting & Improvements	\$ 5,500	Annual fees for hosting <a href="http://texaspregnancy.org">texaspregnancy.org</a> outreach website; costs to upgrade site in FY 2011-12

Budget Line	Amount	Description
13 Travel	\$ 25,800	Mileage, lodging, meals, parking, other travel expenses for staff. Travel to provide: information meetings to potential Service Providers; site visits during approval process; re-training; site monitoring activity.
14 Telecommunications & Internet Exp.	\$ 7,500	Local, long distance, internet and cellular service
15 Community Awareness Costs	\$ 2,600	Attending conferences, seminars and presentations to inform public about the Program; supporting promotional materials
16 Billing System Consulting	\$ 5,000	Maintenance of RAPID 1 billing system to ensure accurate processing of client services invoices
17 Billing System Rollout	\$ 18,000	Costs incurred for programming and testing RAPID 4, statewide introduction & rollout
18 Billing System Licensing	\$ 6,000	Fees for licensing RAPID 4 billing system for 6 months
19 Toll-Free Referral System	\$ 1,500	Fees for providing toll-free referral services to respond to client calls
20 Training	\$ 15,000	Costs incurred for providing training on statewide information, outreach, education, and referral activities
<b>2011-12 Estimated Cost of Operations: Clients Services in Communities - \$3,278,700</b>		
1 Counseling Reimbursement to Service Providers	\$ 3,258,700	Counseling reimbursement for client services
2 Training	\$ 10,000	Introduce Program to potential Service Providers; train counselors from approved Service Providers in Program rules/procedures
3 Meetings & Seminars	\$ 10,000	Annual service provider regional meetings/conference for statewide Program

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## **Project Work Plan & Annual Budget**

<b><u>ACTIVITY</u></b>	<b><u>START</u></b>	<b><u>COMPLETE</u></b>
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### **FY 2012-13 Activities**

<b>SP Services to Clients</b>	September 1, 2012	August 31, 2013
<b>New SP Approval and Training</b>	September 3, 2012	July 31, 2013
<b>Community Awareness Conference Attendance</b>	October 1, 2012	May 31, 2013

TPCN will staff a Community Awareness Booth at human services professional conferences. This will increase awareness of the Texas Alternatives to Abortion Services Program and assist in recruiting other agencies to make client referrals to the Program.

<b>Statewide Outreach</b>	October 15, 2012	August 31, 2013
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TPCN will advertise the [texaspregnancy.org](http://texaspregnancy.org) outreach website and the 1-888-LIFE-AID toll-free patch system. Depending on the market, advertising may include online advertisements, television, radio, and print.

<b>Educational Material Buy</b>	November 5, 2012	April 30, 2013
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Written materials provided to Service Providers for use in their client service activities will have been pre-screened by TPCN and approved by the Texas Health and Human Services Commission.

<b>SP Monitoring by TPCN</b>	January 14, 2013	August 9, 2013
<b>Service Provider Annual Program Re-Training</b>	August 12, 2013	August 30, 2013
<b>CPA Audit of TPCN FY 2012-13 Activities</b>	November 4, 2013	November 29, 2013

September 2012 - August 2013 ESTIMATED TEXAS COST OF OPERATIONS		
1	COST CATEGORY: PROJECT ADMINISTRATION	Total TANF Dollars
1a	<i>Salaries</i>	
	Executive Director	\$ 105,000
	Accountant	\$ 67,000
	Administrative Secretary	\$ 36,100
	Overtime	\$ 500
	Accrued Vacation & Personal/Sick	\$ 1,200
	Payroll Taxes	\$ 18,500
	Workers Compensation Insurance	\$ 700
	Employee Group Insurance	\$ 64,000
	<b>Subtotal</b>	<b>\$ 293,000</b>
1b	<i>Rent</i>	
	Rent	\$ 55,500
	<b>Subtotal</b>	<b>\$ 55,500</b>
1c	<i>Equipment</i>	
	Equipment Service Contracts	\$ 2,400
	<b>Subtotal</b>	<b>\$ 2,400</b>
1d	<i>Travel</i>	
	Travel/Lodging	\$ 1,000
	<b>Subtotal</b>	<b>\$ 1,000</b>
1e	<i>Other</i>	
	Job Advertising	\$ 550
	Employee Screening	\$ 950
	Professional Development	\$ 1,000
	Consulting: IT, Legal, Administrative	\$ 7,500
	Consulting: Ongoing Support by Real Alternatives	\$ 10,500
	Auditing	\$ 14,500
	Postage/Shipping	\$ 5,000
	General Liability Insurance	\$ 2,400
	Directors and Owners Liability Insurance	\$ 3,000
	Office Expense	\$ 12,000
	<b>Subtotal</b>	<b>\$ 57,400</b>
	<b>TOTAL PROJECT ADMINISTRATION COSTS</b>	<b>\$ 409,300</b>

September 2012 - August 2013 ESTIMATED TEXAS COST OF OPERATIONS		
2	COST CATEGORY: CENTRALIZED STATEWIDE INFORMATION, OUTREACH, EDUCATION, AND REFERRAL	Total TANF Dollars
2a	<i>Salaries</i>	
	Evaluator 1	\$ 42,800
	Evaluator 2	\$ 42,800
	Statewide Quality Control Manager	\$ 46,100
	Overtime	\$ 2,000
	Unused Vacation & Personal/Sick	\$ 1,000
	Payroll Taxes	\$ 12,600
	Workers Compensation Insurance	\$ 650
	Employee Group Insurance	\$ 42,750
	<i>Subtotal</i>	\$ 190,700
2b	<i>Purchase/Development/Distribution of Written Material</i>	
	Purchase/Development/Distribution of Written Material	\$ 75,000
	<i>Subtotal</i>	\$ 75,000
2c	<i>Outreach Media</i>	
	Services Outreach Advertising	\$ 90,000
	Website Hosting & Improvements	\$ 500
	<i>Subtotal</i>	\$ 90,500
2d	<i>Travel</i>	
	Travel/Lodging	\$ 25,800
	<i>Subtotal</i>	\$ 25,800
2e	<i>Telecommunications &amp; Internet Expenses</i>	
	Telecommunications & Internet Expenses	\$ 7,500
	<i>Subtotal</i>	\$ 7,500
2f	<i>Community Awareness Costs</i>	
	Community Awareness Costs	\$ 2,600
	<i>Subtotal</i>	\$ 2,600
2g	<i>Other</i>	
	Billing System Consulting	\$ 5,000
	Billing System Licensing	\$ 12,000
	Toll-Free Referral System	\$ 1,500
	Termination Costs	\$ 0
	<i>Subtotal</i>	\$ 18,500
<b>TOTAL INFO, OUTREACH, EDUCATION, AND REFERRAL</b>		<b>\$ 410,600</b>

September 2012 - August 2013 ESTIMATED TEXAS COST OF OPERATIONS		
3	<b>COST CATEGORY: CLIENT SERVICES IN COMMUNITIES</b>	Total TANF Dollars
3a	<i>Contracted Services</i>	
	Counseling Reimbursement to Service Providers	\$ 3,312,600
	Subtotal	\$ 3,312,600
3b	<i>Services Provided by Vendor</i>	
	Training	\$ 7,500
	Meetings and Seminars	\$ 10,000
	Subtotal	\$ 17,500
<b>TOTAL CLIENT SERVICES IN COMMUNITIES COSTS</b>		\$ 3,330,100

2012-13 Estimated Cost of Operations: Project Administration Costs - \$409,300		
Budget Line	Amount	Description
1 Executive Director	\$ 105,000	2010-11 full time salary
2 Accountant	\$ 67,000	2010-11 full time salary
3 Administrative Secretary	\$ 36,100	2010-11 full time salary
4 Overtime	\$ 500	Administrative secretary. Average - 1/2 hr/week.
5 Accrued Vacation and Personal/Sick	\$ 1,200	Vacation hours rate: 3.69 hrs per bi-weekly pay at 96 hrs/year. Personal/Sick hours rate: 1.85 hrs per bi-weekly pay at 48 hrs/year.
6 Payroll Taxes	\$ 18,500	Employer share of social security, Medicare, and unemployment for administrative staff needed to conduct statewide Program
7 Workers Compensation Insurance	\$ 700	Workers comp insurance for the admin staff
8 Employee Group Insurance	\$ 64,000	Employee/family health, employee life/disability insurance for administrative staff
9 Rent	\$ 55,500	Expense of office needed to administer statewide contract at 17.2/sq.ft. for 2,750 sq.ft. plus security, janitorial, utility costs
10 Equipment Service Contracts	\$ 2,400	Copier service contract at \$100/month plus excess copy charges
11 Travel/Lodging	\$ 1,000	Travel costs for administrative staff carrying out administrative tasks
12 Job Advertising	\$ 550	Print and online job postings to recruit new staff as needed for turnover
13 Employee Screening	\$ 950	Costs of interviewing, screening, and testing new staff
14 Professional Development	\$ 1,000	Expenses of classes/seminars/materials to ensure skill quality
15 Consulting: IT, Legal, Administrative	\$ 7,500	Fees for IT, legal, and administrative services/consulting
16 Consulting: Real Alternatives	\$ 10,500	Fees for ongoing support provided by Real Alternatives for RAPID system pursuant to agreements between TPCN and RA
17 Auditing	\$ 14,500	Fees for independent audit of accounting records, procedures, and internal controls by CPA firm; preparation of tax return
18 Postage/Shipping	\$ 5,000	Postage & expenses required for shipping payments, supplies, reports, and documents to contractors, subcontractors, potential subcontractors

Budget Line	Amount	Description
19 General Business Liability Insurance	\$ 2,400	Business liability insurance
20 Directors and Owners Liability Insurance	\$ 3,000	Liability insurance to cover actions of Board of Directors and executive staff
21 Office Expense	\$ 12,000	Office expenses & supplies required for Program operation
<b>2012-13 Estimated Cost of Operations: Statewide Outreach - \$410,600</b>		
1 Evaluator 1	\$ 42,800	2012-13 full time salary
2 Evaluator 2	\$ 42,800	2012-13 full time salary
3 Statewide Quality Control Manager	\$ 46,100	2012-13 full time salary
4 Overtime	\$ 2,000	Overtime for statewide outreach support staff, average 1.5 hrs./wk for 20 weeks.
5 Unused Vacation & Personal/Sick	\$ 1,000	Vacation hours earned at rate of 3.69 hrs per bi-weekly pay at 96 hrs/yr. Personal/Sick hours earned at rate of 1.85 hrs/pay, 48 hrs/yr.
6 Payroll Taxes	\$ 12,600	Employer share of social security, Medicare, and unemployment for outreach staff needed to conduct statewide Program
7 Workers Compensation Insurance	\$ 650	Workers comp insurance for outreach staff
8 Employee Group Insurance	\$ 42,750	Employee/family health, employee life/disability insurance for outreach staff
9 Purchase/Development/Distribution of Written Material	\$ 75,000	Costs to purchase and/or develop + ship educational materials for use by Service Providers to educate clients about pregnancy, childbirth and parenting. Materials include books, curricula, brochures, videos, posters
10 Services Outreach Advertising	\$ 90,000	Advertise Program services to Texas residents using online, television, radio, print, etc.
11 Outreach Website Hosting & Improvements	\$ 500	Annual fees for hosting <a href="http://texaspregnancy.org">texaspregnancy.org</a> outreach website
12 Travel	\$ 25,800	Mileage, lodging, meals, parking, other travel expenses for staff. Travel to provide: information meetings to potential Service Providers; site visits during approval process; retraining; site monitoring activity.
13 Telecommunications & Internet Exp	\$ 7,500	Local, long distance, internet and cellular service
14 Community Awareness Costs	\$ 2,600	Attending conferences, seminars and presentations to inform public about the program; supporting promotional materials
Budget Line	Amount	Description
15 Billing System Consulting	\$ 5,000	Maintenance and improvement of RAPID 4 billing system to ensure accurate processing of client services invoices

16 Billing System Licensing	12,000	Fees for licensing RAPID 4 billing system for 12 months
17 Toll-Free Referral System	\$ 1,500	Fees for providing toll-free referral services to respond to client calls
18 Termination Costs	\$ 0	Costs to wind-up affairs if contract is not renewed. Covered costs include expenses for 75 days following contract termination associated with final processing of billing forms; recovering supplies distributed to SP's, complete audit of expenses; preparing final expenditures, statistical, and performance reports for HHSC. Costs to be determined and allocated from other categories if needed.
<b>2012-13 Estimated Cost of Operations: Clients Services in Communities - \$3,310,100</b>		
1 Counseling Reimbursement to Service Providers	\$ 3,312,600	Counseling reimbursement for client services
2 Training	\$ 7,500	Introduce Program to potential service providers; train counselors from approved Service Providers in Program rules/procedures
3 Meetings & Seminars	\$ 10,000	Annual Service Provider regional meetings/conference for statewide Program